

## **Public Health Examiner**

**SUMMARY:** The Public Health Examiner serves the Department of Health in the Division of Policy, Planning and Assessment, Administrative Services. This position manages and coordinates processes related to Health Care Projects, Tennessee's State Health Plan and Tennessee Code Annotated 68-11-1608 and directly influences health improvements for the citizens of Tennessee.

### **DISTINGUISHING FEATURES:**

1. Manages and coordinates processes related to Certificate of Need (CON) and collaborates with the Health Services and Development Agency (HSDA) to review, prepare and process CON applications for establishing new health care facilities, adding additional space and major renovations to existing health care facilities and the purchasing of major health care related equipment.
2. Reviews and resolves complex issues related to the development of health care institutions and services.
3. Coordinates with HSDA verifying and clarifying information related to citations, plans, licensure and preparing a report for the scheduled hearings.
4. Review and maintains statistical data for population projects, TennCare utilization, Joint Annual Report (JAR) facility and equipment utilization, health care licensing information and history for support of CON reviews.
5. Performs JAR database maintenance for accurate and verifiable data, provides JAR data availability to internal and external customers to include developing charts, tables and statistical resource documents to support CON reports; develop and maintain Data Dictionaries and meet with technology specialist and business analysts as new applications are developed for JAR; participate in testing when developers release new versions of the business unit.
6. Maintains a broad knowledge in the establishment of healthcare facilities, major renovations, additions of major health care related equipment and various statistical data that consists of the number of existing facilities, number of patients, and rural and metro populations.
7. Provides technical and analytical expertise in meetings with executive staff regarding CON applications, makes recommendations to Health Planning executive staff and provides data support to various agencies/departments.
8. Represents the Department of Health at the monthly HSDA Board Hearing to provide clarification on CON reports as needed.

### **DESIRED COMPETENCIES:**

The person appointed to this position must possess all the core competencies expected of a Public Health Examiner.

- Strong functional/technical skills;
- Results oriented; Business oriented;
- Strong verbal and written communication skills;
- Strong statistical, analytical background and experience;
- Process Management experience, negotiation, priority setting;
- Strong interpersonal skills; managing vision and purpose

### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited college or university with at least a Bachelor's degree in a health related field such as medical or behavioral health care, health facility administration or strategic planning, or health statistics. Minimum three years of full-time professional work in one or a combination of the following medical health care, behavioral health facility administration or strategic planning, health statistics, health facility inspections, health planning analytic experience or the practice of medial social work, nursing, medicine or related medical field.

**COMPENSATION INFORMATION:** minimum \$3,560; mid-point - \$4,983 monthly  
Negotiable – Commensurate with Qualifications

**Please Note:** A background check will be used as part of our hiring process.

**How to Apply:** Please email your resume to [Trent.Sansing@tn.gov](mailto:Trent.Sansing@tn.gov) . Closing of announcement: 18 Oct 2017

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.